

2. Access Individual Access from the HUD Intranet

- Access the MTCS Intranet homepage at:

<http://hudweb.hud.gov/po/p/systems/mtcs/>

From the Intranet homepage,

- Use your mouse to click on the words '**Individual Access**'

The MTCS Login screen appears

- Enter your **Unisys mainframe ID**, **Unisys mainframe password** and **MTCS Login ID**

The *Field Office Menu* appears on your screen

- Select a 'Field Office' from the drop-down box
- Use your mouse to click '**Go**'

The *Individual Search Menu* appears on your screen.

- * You must change your password on the MTCS mainframe